



# FAIRFAX COUNTY

DEPARTMENT OF PURCHASING & SUPPLY MANAGEMENT  
12000 GOVERNMENT CENTER PARKWAY, SUITE 427  
FAIRFAX, VIRGINIA 22035-0013

[www.fairfaxcounty.gov/dpsm](http://www.fairfaxcounty.gov/dpsm)

**VIRGINIA**

Telephone: (703) 324-3201 Fax: (703) 324-3228 TTY: 1-800-828-1140

The Home Care Team  
1930 Isaac Newton Square, Suite 250  
Reston, Virginia 20190

DATE: JUN 10 2003

Attention: D. J. Gaddy, RN, Administrator

Subject: Acceptance of Contract Award

Reference: RFP03-635767-18, Task Based Home Care Services

**Contract Number: RQ03-635767-18A**

## ACCEPTANCE AGREEMENT

Award is hereby made on June 5, 2003 to The Home Care Team for the term from June 1, 2003, through June 30, 2004, for Task Based Home Care Services in accordance with:

- 1) This Acceptance Agreement;
- 2) Memorandum of Negotiation

This is not an order to proceed; Purchase Order or other notice to proceed will follow;

All prior representations and additional or inconsistent oral or written statements are superceded, null and void.

County Purchasing Agent:

Cathy A. Muse  
Cathy A. Muse, CPPO



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## MEMORANDUM OF NEGOTIATION RQ03-635767-18A

The County of Fairfax (hereinafter called the County) and The Home Care Team (hereinafter called the Contractor) hereby agree to the following in the execution of Contract RQ03-635767-18A (hereinafter called the Contract). The Contract contains the following items:

- a. County's Request for Proposal, RFP03-635767-18 and all Addenda
- b. Contractor's Technical and Business Proposals as amended by this Memorandum of Negotiation
- c. Written correspondence from the County to the Contractor dated April 4, 2003
- d. Written correspondence from the Contractor provided to the County on April 23, 2003
- e. Written correspondence from the Contractor to the County dated May 5, 2003
- f. Memorandum of Negotiation
- g. County's Purchase Order
- h. Any subsequent amendments to the contract

The following provisions are to be included in the Contract:

1. The initial term of the contract is June 1, 2003 through June 30, 2004. The start date for services at each site will be mutually agreed to by the County and the Contractor following contract award.
2. The Contractor will provide services at the following sites: Forest Glen at Sully Station, Little River Glen, Mount Vernon House, Burke Lake Gardens, and Manchester Lakes Senior Apartments. The Contractor and the County will have a discussion quarterly to evaluate whether there are any clients at Morris Glen or Gum Springs Glen, and the services the Contractor will provide at these two (2) sites. The contract will be amended to reflect the agreement on services for clients at these two sites.
3. The Contractor will provide a clinic at each site on a regular basis to cover topics such as: blood pressure screening, nutrition, weight management and any other topics mutually agreed to by both the County and the Contractor. The clinic will be given by a nurse from the Contractor's staff, or another staff member as agreed to by the County and the Contractor.
4. For those clients not participating in the Department of Family Services (DFS) program, and who are "private pay" clients, the Contractor will charge \$15.25 per hour if an individual requests services not on the task-based list, or if the individual prefers services by the hour. There will be a two (2) hour minimum per visit. Task based services will be offered to these private-pay clients at the same rate that the County will be paying for task based services. The Contractor will include the number of private-pay clients being served at each site in the monthly report to the County.

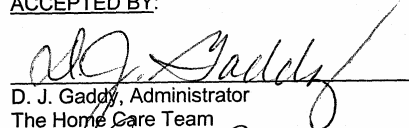
DPSM RQ03-635767-18A

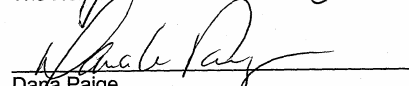
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5. The Contractor shall submit invoices in the format approved by the County. The invoices shall include a subtotal of each task provided, by each purchase order number. Each invoice should clearly identify the site where services were performed.
6. There is no time minimum for the Escort task. In addition, this task will be billed in increments of time.
7. Pricing for the initial term of this contract shall be as follows:

Task	Contract Price
Bath/shampoo	\$13.00
Bath, no shampoo	\$10.00
Shampoo	\$7.50
Mouth care	\$5.00
Dressing	\$10.00
Toileting	\$10.00
Ambulation	\$15.00
Client transfer	\$10.00
Medication reminders	\$5.00
Safety monitoring	\$5.00
Light Meals	\$10.00
Light Housekeeping	\$20.00
Kitchen Cleaning	\$15.00
Bathroom cleaning	\$15.00
Housekeeping for Incontinence	\$15.00
Make Bed	\$5.00
Laundry with clothing put away, per load	\$15.00
Escort, per hour	\$15.25
Trash removal	\$5.00
Emergency care per hour	\$18.00
Emergency care (24 hour awake care)	\$432.00
Hourly services, NON- emergency	\$15.25

ACCEPTED BY:

  
D. J. Gaddy, Administrator  
The Home Care Team

  
Dana Paige  
Director, Department of Family Services

  
Cathy A. Muse, CPPO  
Director/Purchasing Agent

5-19-03  
Date

5/24/03  
Date

6/10/03  
Date